Account Link Inbox

Module Guide: Account Link Box

Module Location

Settings > Accounting Settings > Account Link Box

Module Purpose

The **Account Link Box** module is an advanced utility designed for performing mass updates on account mappings for specific master data groups, such as Items/Services, Customers/Suppliers, or Asset Groups. While the **Account Link** module sets the *default* account mappings, this module allows users to efficiently **override** those defaults for specific items or groups, providing more granular accounting control.

1. Account Link Box Selection Page

This is the initial navigation page where the user chooses the master data category whose account mappings will be managed.

View Explanation

- **Category List**: Displays the master data categories that can be managed.
    - Items/Services
    - Customers/Suppliers
    - Asset Groups

- **Action Buttons**:
  - **Open Box**: A button to enter the detail page of the selected category.

2. Account Link Box Detail Page (Example: Items/Services)

After selecting a category (e.g., Items/Services) and clicking "Open Box," the user is directed to the mass update page.

View Explanation

- **Data Filter**: Allows the user to filter the items to be displayed by **Item/Service Type** and **Category**.
- **Mass Update Area**: The upper section of the page, used to apply a single account to multiple items at once.
  - Each row represents a type of account that can be linked (e.g., `Account for inventory of goods/services`, `Account for WIP`, `Account for sales`).
  - To use, check the box on the left, select an account from the dropdown, and then click Save. That account will be applied to all items displayed in the table below.
  - There is an option to select all currencies or a specific currency.
- **Details Table**: Displays a list of items (goods/services) along with their current account mappings for each function (Purchasing, Production, Sales, Inventory, etc.).

- **Action Buttons**:
  - **Save**: Saves all changes made.
  - **Cancel**: Discards the changes.
  - **Export to MS Excel**: Downloads the detailed account mapping data in Excel format.

3. Steps for Mass Update

- From the selection page, choose a category (e.g., **Items/Services**) and click **Open Box**.
- Use the filters to display the group of items you want to update. Click **Display**.
- In the **Mass Update Area**, check the box next to the account type you want to change (e.g., **Account for COGS**).
- Select the new CoA account from the dropdown in the same row.
- Click **Save**. The COGS account for all items displayed in the table will be updated to the new account you selected.

4. Integrated Workflow & Business Process

This module provides a more specific hierarchy of account mapping. The mappings set here (e.g., per item) will take precedence over the general mappings set in the **Account Link** module.

- **Example**: In **Account Link**, the default sales account might be `4-1000 General Sales`. However, for the "Electronic Goods" group, you can use this **Account Link Box** to set their sales account to `4-1100 Electronics Sales`. When one of the electronic items is sold, the system will journal the revenue to `4-1100`, not `4-1000`.

- This allows for much more detailed profitability analysis per product line or item category.

5. Tips & Important Notes

- This is a very **powerful tool**. Use it with caution, as a single action can change the accounting mapping for hundreds or thousands of master data records simultaneously.

- It is very useful during initial data migration or when there is a restructuring of the Chart of Accounts (CoA).

- Use the **Export to MS Excel** feature to review the current mappings before making major changes.

- Access to this module should be highly restricted and granted only to system administrators or senior accounting managers.

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